



Annual Inspection and Maintenance Reports for Stormwater Control Measures (SCMs)

SUBMITTAL GUIDELINES

SUBMITTAL DEADLINE

Maintenance inspection reports are due annually for all SCMs by the end of the anniversary month of original certification or anniversary month of as-built certification. If this date is unknown, a submittal month will be assigned by the Town.

SUBMITTAL FORMAT

All report submittals must be delivered via email in a single PDF file. The report package shall include:

1. Cover Sheet
2. Inspection Report for each SCM
3. Photographs of each SCM with descriptive captions
4. Copies of SCM maintenance records as proof of routine maintenance

FILE NAMING CONVENTION

Please use the following guidelines for naming the inspection report package PDF file. This will ensure that submittal reports are properly filed, accounted for and discoverable.

Filename: Numeric year of submittal_Numeric month of submittal_SCM PASS or SCM FAIL_Site name.pdf

For example, a passing inspection report package submitted for Town Hall on 3/14/15 would be named:

2015_03_SCM PASS_TOWN HALL.pdf

REPORT SUBMISSION

All report submittals must be emailed to Ernest Odei-Larbi, PE and Kiel Harms, PE in the Stormwater Management division at:

EOdei-Larbi@TownofChapelHill.org

KHarms@TownofChapelHill.org

Please carbon copy (Cc) the SCM owner as well if submitting on their behalf.